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## MEETING MINUTES

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### April 27, 2006

A meeting of the Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Boise, Idaho. Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. There was a full quorum present.

#### Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Fred Abt for Bill Bishop, Idaho Bureau of Homeland Security
- Tom Blagburn for Lt. Col. Art Keen, Idaho National Guard
- Michael Candelaria, United States Dept. of Interior
- Dan Charboneau, Idaho State Police
- Dia Gainor, Idaho Dept. of Health & Welfare
- Mary Halverson, Idaho Bureau of Homeland Security
- Steve Jenkins, National Interagency Fire Center
- Greg Laragan, Idaho Transportation Dept.
- Douglas C. Melvin, U.S. Dept. of Homeland Security Transportation Security Administration
- Marcia Phillips, Idaho Association of Counties
- Scott Reinecker, Idaho Dept. of Fish and Game
- Joe Roche, Idaho Dept. of Administration
- Gregory Schwartz, Idaho Dept. of Corrections
- Mark Wendelsdorf for Bruce Allcott, Idaho Fire Chiefs Association

#### Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

#### Others Present:

- Mark Bare, Motorola
- Carmen Boeger, Nampa Police
- Travis Boettcher, Motorola
- Bruce Branlund, Motorola
- Mark Earls, Bonner County Emergency Mgt.
- Lorraine Elfering, Canyon County Sheriff
- Ron Freeman, Ada County Sheriff Office
- Bart Hamilton, Ada County Sheriff Office/ Region 12 700 MHz RPC
- Todd, Herrera, Canyon County Sheriff Office

- Bob Howard, Bonner County Emergency Mgt.
- Matt Howarth, Motorola
- Nicola Jansen, Ada County Sheriff Office
- Steve Jones, Idaho State Police
- Brian Jordan, Kootenai County
- Craig Kingsbury, Nampa Police
- Michael Laky, Ada County Sheriff Office
- Scot Maring, Idaho Dept. of Administration
- Michael Masterson, Boise Police Dept.
- Carl McCormick, Motorola
- Michael Nelson, Boise Police
- Greg Newberry, White Cloud Comm.
- Kirby Ortiz, Gem State Comm.
- Stan Passey, Idaho State Police
- Scott Pugrud, Connolly & Smyser, CTD
- Gary Raney, Ada County Sheriff
- Chuck Robertson, Idaho RACES/Amateur Radio
- Lex Rutter, Dept. of Administration/ Microwave Services
- Kent Searle, Cassia County 911
- Les Shadduck, Ada County Sheriff Office
- Joe Shelton, White Cloud Communications
- Chris Smith, Canyon County Sheriff
- Damon Vetsch, Day Wireless
- Thor Wiegman, Bonner County Emergency Mgt.
- Bruce Wille, ARINC
- Greg Zickau, Dept. of Administration-ITRMC

### **Radio Demonstration—Mark Lockwood, Chair**

Chair Lockwood gave some opening remarks and turned the meeting over to Nicola Jansen, Ada County Sheriff's Office 700 MHz Project Manager, to facilitate a two-part demonstration. The first part was a multijurisdictional communications demonstration between two regions that had not been able to communicate in the past. Jansen showed a diagram of the communications path from Ada County to Bannock County through the master site. Click on the link below to view the diagram.

<http://www.siec.id.gov/meetings/2006/Presentations/Jansen%20Demo%20April%2006.pdf>

She had a hand held radio inside the meeting room in the Idaho National Guard Joint Forces Headquarters at Gowen Field and talked directly to Gordon Howell on a hand held radio at the Bannock County Sheriff's Office.

The second part was a multidisciplinary communication demonstration using one system on the 700 MHz frequency band to reenact a scenario in Bannock County with the meeting attendees at Gowen Field listening via hand held radio. Gordon Howell, Bannock County Sheriff's Office Chief Technical Officer, facilitated the test from Bannock County. The scenario was a wild land fire in the eastern hills of Bannock County which had been problematic for communications in the past. Six agencies were participating: Pocatello Fire Department, Pocatello Police Department, Chubbuck Police Department, Chubbuck Fire Department, Bannock Sheriff's Office and Portneuf Medical Life Flight.

At the conclusion of the test, Lockwood commented that, from listening to the radio transmission, it seemed as if dispatch was talking to each of the different groups, when in fact, they were talking to units directly in the field, back and forth to command. Lockwood expressed his gratitude and congratulations for a successful test.

### **Review & Approve Minutes—Chair Lockwood**

There was a correction to the March meeting minutes; on page four Greg Zickau's name was misspelled.

**MOTION: Charboneau made a motion to approve the minutes of the March 23, 2006, Statewide Interoperability Executive Council meeting, as corrected, seconded by Phillips. The motion passed by a unanimous vote.**

### **SIEC Funding Subcommittee Update—Doug Melvin**

Melvin reported that the Council continues to have strong support to get the necessary funding. There are delays from the perspective of the funding being tied to other things as it moves through the legislation. He hopes to report more definitive news at the May SIEC meeting. He gave a recap of the funding that the Council is requesting.

### **SIEC Technical Subcommittee Update—Dodie Collier for Bruce Allcott**

Collier reported that the Needs Assessment RFP is in the hands of the Division of Purchasing. Mark Little is working on fine tuning it. She will be meeting with Jan Frew, with the Division of Public Works, Monday, May 1, 2006, to fine tune the Design and Build Project RFP. The Technical Subcommittee had finished their work.

### **SIEC Policy Subcommittee Update—Mark Lockwood**

Chair Lockwood discussed passage of S1415. It established the SIEC, through statute, as a Council to deal with interoperable communications. It established the SIEC under the Idaho Bureau of Homeland Security. It gave the SIEC the ability to enact rules, to receive funding and disburse funding. When the legislation takes affect, the Council will be appointed or reappointed at the Governor's pleasure.

The Council discussed the need for a transition packet. Collier is preparing a thorough, but understandable, packet that will be presented to Governor Risch once he takes office.

Gainor made the suggestion of putting in place some rules to govern the financial aspects of the Council. She stated that the Idaho Emergency Communications Commission was successful in promulgating rules with criteria for an assessment and distribution process which may serve as a model for the Council to consider. Lockwood asked Gainer to forward the documents to Collier who will forward them to the Council for their review. Other Council members who may have similar documents were encouraged to forward them to Collier.

The Council discussed the warranty on the Master Site. It was determined that there is a twelve month warranty from the date of acceptance. Acceptance will take place late summer or early fall.

### **Department of Administration, Microwave Services Update—Lex Rutter**

Rutter reported that he has completed a draft of a ten-year strategic plan. It includes working on 700 MHz, narrowbanding, and improving the communications systems. He was working with

his staff to determine where to spend their limited funds most effectively to match a long term goal of supporting an interoperable system. He was also working on keeping the lines of communication open between the SIEC and the Department of Administration.

Rutter mentioned that individual agencies had received solicitations from out of state vendors offering assistance to address 800 MHz problems. The system that the state runs was not affected by 800 MHz rebanding and he has not been able to identify any problems with any systems within the state. He gave a warning to all agencies to check with their own technical people before hiring one of the vendors.

### **Department of Interior Survey—Michael Candelaria**

Candelaria reported that last month the Council was made aware of the Department of Interior survey that was sent out to the states with the purpose of identifying partnering opportunities between the Department of Interior and the state radio systems. He was in the process of completing the survey and acknowledged Lex Rutter's technical assistance in identifying the information used to respond to the survey. He identified the digital backbone as a major part of the infrastructure, several statewide public safety systems, and the master site switch. He was collaborating with Melvin on part of the response. The I-C-A-WIN document will be included in the response. Chair Lockwood will be listed as the contact person.

### **Other business - Open Comment Period**

Halverson reported that the Idaho Prepared Conference is scheduled for September 11-15, 2006, in Burley. The SIEC, along with Ada and Bannock County, were requested to do a continuation of their 2005 presentation.

Collier reported that she will make a presentation at the Association of Idaho Cities meeting and at the Idaho Sheriff's Association meeting in June.

Bart Hamilton reported that the 700 MHz Regional Planning Committee meeting will be held June 5, 2006 in Coeur d'Alene. He also stated that he is filing applications for 700 MHz licenses. He has limited information that the FCC is opening up some frequencies to federal agencies. He will request additional information and anticipates giving a briefing at the May SIEC meeting.

Fred Abt, Deputy Director Idaho Bureau of Homeland Security, stated that the Bureau of Homeland Security had to submit a tactical interoperable communications plan for an urban area. An area had not been designated by the federal government so Ada County was designated. Ada County will have to submit a plan by May 1, 2006. There will be a conference in May to set up an exercise which validates the plan. An exercise will take place in August. Ada County will conduct the exercise.

Charboneau acknowledged Ada and Bannock Counties' demonstration that was conducted. "It validates the work of the Council. We witnessed a historic moment in the state of Idaho."

### **Planning for the next meeting—Chair Lockwood**

The next SIEC meeting will be held on Thursday, May 25, 2006.

### **Adjournment—Chair Lockwood**

**MOTION: Gainor made a motion to adjourn, seconded by Phillips. The motion passed by a unanimous vote.**